



This course introduces the basic fundamentals of bookkeeping, including manual techniques as well as computer skills. Topics include basic accounting concepts, invoicing, maintaining your cashbook, financial reporting and bank reconciliations.

MYOB

Bookkeeping for Beginners

business2basix is a locally owned organisation dedicated to training people in the use of book keeping software, particularly MYOB. All of our courses are held at our training facility at Thebarton, SA with easy access to public transport and parking.

Course sizes are kept small (maximum of 10 people) and conducted by a qualified accountant and MYOB instructor.

We offer a variety of courses in order to ensure that you will get the experience that's most suited to your needs. The course fee for **MYOB – Bookkeeping for Beginners** includes the official MYOB training book.

Who should attend?

- People with little or no experience in basic book keeping or the use of MYOB software.

Requirements

- Basic PC experience will be required
- No prior MYOB knowledge is necessary

Course Content

Manual bookkeeping techniques

- Accounting concepts & terms
- Debits & credits and the accounting equation
- Source documents
- Keeping a record of business activity in Sales, Purchases, Cash Receipts, Cash Payments and General Journals
- Maintaining the balances in the General Ledger, and the debtors and creditors ledgers
- Bringing your books to Trial Balance stage
- Preparing a Bank Reconciliation report

Computerised Bookkeeping techniques

- Creating a new company file, backing up and restoring
- Setting up an Accounts List to record expenses, revenues, assets and liabilities
- Setting up and creating customers and suppliers
- Setting up an inventory and service items list
- Recording sales and adjustments, purchases, customer and supplier payments
- Recording banking transactions to keep track of money spent and received
- Reconciling the bank account

Duration: 1 day, 9.30am – 4.30pm

Cost: \$329.00